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1 Introduction

The Central Data Exchange (CDX) is a web-based system used for various electronic environmental data submissions to the United States Environmental Protection Agency (EPA). CDX allows users, submitting data to EPA, to register for specific programs of interest. The CDX system also allows for several offices within EPA to use a common framework where a user can access several different flows to satisfy reporting requirements across multiple offices. More information about CDX is available at www.epa.gov/cdx.

1.1 Purpose

The purpose of this document is to detail the registration and user profile management processes in CDX for the Section Seven Tracking System (SSTS) program service. This document will assist new CDX users register with the CDX system as well as acquaint existing CDX users with system processes and registering for SSTS.

1.2 Topics Covered

This document will cover the registration process and the MyCDX profile. The sections are described below:

- **Section 2** lists system requirements. This section describes what a user needs to access and interact with CDX.

- **Section 3** describes the CDX core registration process. This section introduces a user to the registration process.

- **Section 3.7** describes how to add SSTS to an existing CDX Account.

- **Section 5** details the Role Sponsorship process.

- **Section 6** outlines CDX navigation. This section guides the user through the CDX screens that do not require a user account.

1.3 Application Support

CDX Help can be accessed by using the following options:

- **By Telephone:**
  Person-to-person telephone support is available from 8:00 am to 6:00 pm eastern standard time/eastern daylight time (EST/EDT). Call the CDX Help Desk’s toll-free line at 888-890-1995 or 970-494-5500 for callers from Puerto Rico and Guam.

- **By Email:**
  Send an email to Technical Support at helpdesk@epacdx.net with “Technical Support” in the ‘Subject’ line.

- **By Chat:**
  Click the ‘Chat with the CDX Help Desk’ link on the ‘Contact Us’ page to generate a web form to enter information regarding your help request.
• **By Contact Form:**
  Enter information in the text fields under the ‘Contact Form’ section of the ‘Contact Us’ page.

• **By Website:**
  Users can contact the CDX team from the ‘Contact Us’ screen at [https://cdx.epa.gov/Contact](https://cdx.epa.gov/Contact) and read the help section at [https://cdx.epa.gov/Help](https://cdx.epa.gov/Help).
2 System Requirements

To use CDX, the following are required:

- An e-mail account
- JavaScript enabled web browser
- Internet access
- Adobe Acrobat Reader 5.0 or higher

2.1 Supported Browsers

- Internet Explorer (IE) 10 or above
  - Go to the following link to download:

- Mozilla Firefox 3.0 or above
  - Go to the following link to download:

- Safari 4 or above
  - Go to the following link to download:
    http://support.apple.com/kb/dl877

- Google Chrome
  - Go to the following link to download:
    http://www.google.com/chrome

- Opera
  - Go to the following link to download:
    http://www.opera.com/download

2.2 Screen Resolution

Screen resolution should be set to 1024 x 768 or greater.
3 CDX Core Registration

To begin the registration process, click the ‘Register with CDX’ button that displays in the CDX header on the CDX home screen.

3.1 Terms and Conditions

After clicking the ‘Register with CDX’ button, the CDX ‘Terms and Conditions’ screen (see Exhibit 3-1) displays the following terms and conditions:

- Acceptance of warning and privacy policies
- Choosing a complex password
- Protecting your password
- Notifying CDX of possible misuse of account
- Limiting distribution of CDX software
- Agreement to notify CDX of changes in duties

You can accept the terms and conditions by selecting the ‘I Accept’ radio button and clicking the ‘Proceed’ button. You can also cancel the registration by selecting the ‘I Decline’ radio button and clicking the ‘Proceed’ button or by clicking the ‘Cancel’ button. Once you have accepted the registration agreement, the application redirects you to proceed with the registration process. If you do not agree to the terms and conditions, you will not be able to continue with the registration process.
Exhibit 3-1 shows a picture of the CDX ‘Terms and Conditions’ screen:

Exhibit 3-1 CDX Terms and Conditions Screen

Navigation: Select the ‘I Accept’ radio button and then click the ‘Proceed’ button.

3.2 Program Service

The ‘Program Service’ screen is the first step in the registration process and is indicated in the breadcrumb bar at the top of the page.

The ‘Program Service’ screen displays a list of available program services from which you can choose. The search component provides an enhanced search capability that instantly displays search results as search criteria and keywords are entered by the user. For example, typing the word ‘SSTS’ will display ‘SSTS: Section Seven Tracking System’ in the search results. You may filter the open program service list by typing the program service name (e.g., ‘SSTS’) or other related program metadata in the text bar (see Exhibit 3-3). Select the program ‘SSTS’ by clicking the program name. The selection on this page will determine the information you must enter on subsequent pages. The system will take you to the ‘Role Access’ screen once you select the program service.

Exhibit 3-2 Program Services

shows a picture of the ‘Program Service’ screen:
Core CDX Registration


Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

Enter search criteria

- ACRES: Assessment Cleanup and Redevelopment Exchange System
- ARCS: Aircraft Reporting and Compliance System
- CEDRI: Compliance and Emissions Data Reporting Interface
- CROMERRS: CROSS-Media Electronic Reporting Rule Services
- CSPP: Submissions for Chemical Safety and Pesticide Programs
- e-NEPA: NEPA Electronic Filing System
- eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, LEW, and VGP VOTR
- eSIPS: electronic State Implementation Plan Submission
- FOND: Fuel Oil Non-Availability Disclosure
- GLENDA: Great Lakes Environmental Database Query System
- GMG290000: Net - EPA Region 6 Outer Continental Shelf NPDES Permit
- IBoard: EPA Internet On Boarding Application
- IEPB: Exchange Network Grant Semi-Annual Reporting Forms

Exhibit 3-2 Program Services
Exhibit 3-3 shows a picture of a filtered view of the ‘Program Service’ screen:

![Program Service Screen](image)

**Navigation:** Enter ‘SSTS’ in the ‘Active Program Services List’ field and select ‘SSTS: Section Seven Tracking System.’

### 3.3 Role Access

The ‘Role Access’ screen is the second step in the registration process. It will be highlighted in the top breadcrumb bar. Completed steps are indicated with a checkmark. You are also able to navigate back to the first step by clicking the ‘Program Service’ step in the top breadcrumb bar.

The CDX application allows programs to define user roles that can be selected during registration. After selecting ‘SSTS: Section Seven Tracking System’ on the ‘Program Service’ page, the ‘Role Access’ screen will appear and will allow you to register for the appropriate role. The roles supported by the SSTS program service include:

- **Primary Authorized Official:** The Primary Authorized Official (PAO) is the person legally responsible for the annual pesticide production and distribution report submission. The PAO, typically, is a senior official for the reporting company and may be the supervisor of the person (or persons) completing the Report form. A PAO may not be a third party, such as an attorney, consultant, or agent and must be a company employee. PAOs can also sponsor Authorized Agents and Secondary Preparers to access the application on their behalf.
• **Authorized Agent:** The Authorized Agent (AA) is a person legally responsible for completing and submitting to the Agency the annual pesticide production and distribution Report. The AA must be appointed by a senior company official of the pesticide production company. An AA may be a third party, such as an attorney, consultant, or other agent, and may assign Secondary Preparers to prepare Report forms. Once an AA is sponsored by a pesticide production company’s PAO, the AA can electronically sign and submit a final Report form to the Agency.

  **Note:** Authorized Agents must be sponsored by a Primary Authorized Official before they can complete registration for the SSTS program service. For more information about role sponsorship please see Section 5.

• **Secondary Preparer:** A Secondary Preparer (SP) may be a company employee, attorney, consultant, or agent that has the authority to prepare an annual pesticide production and distribution report on behalf of a PAO or AA. A SP can start a new Report and reopen a saved Report that has not been submitted to the Agency. A SP has neither the authority nor ability within the SSTS application to sign and submit a Report to EPA. When a SP completes a report it is made available to their organization’s PAO or AA for review and submission to EPA.

  **Note:** Secondary Preparers must be sponsored by either a Primary Authorized Official or Authorized Agent before they can complete registration for the SSTS program service. For more information about role sponsorship please see Section 5.
Exhibit 3-4 shows a picture of the ‘Role Access’ screen:

**Exhibit 3-4 Role Access Screen**

**Navigation:** Select a role from the ‘Select Role’ drop down menu and click the ‘Request Role Access’ button.

3.3.1 Role Access – Company Number

After selecting a role, you will be prompted to enter the EPA company number for the company for which you will complete SSTS submissions. An EPA pesticide establishment number contains three parts separated by dashes such as 11111-DC-1. The first part of the establishment number is the EPA company number. The second part is the state abbreviation where the establishment is located. The third part of the establishment number is a sequence number. If you do not know your company’s EPA company number or you require a new EPA company number, please refer to [http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official](http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official) for additional information.
Exhibit 3-5 shows a picture of the ‘Role Access - Company Number’ screen:

Exhibit 3-5 Search Company Number

**Navigation:** Enter the company number for the organization for which you will access the SSTS program service and click the ‘Next’ button.
Exhibit 3-6 shows a picture of the company number search results:

Exhibit 3-6: Company Number Search Results

Navigation: Confirm the organization information for the entered company number and click the ‘Next’ button.

3.4 User and Organization Information

The ‘User and Organization’ screen is the third step in the registration process. It will be highlighted in blue on the top breadcrumb bar. Completed steps are indicated with a checkmark. The ‘Registration Information’ summary section is at the top and is updated with the selections being made. You will also be able to navigate back to the previous steps by clicking the corresponding step.
Both the user and organization information are captured on the same screen. The information entered in this portion of the registration process is used to support account validation.

All new CDX users will be required to activate their account after these registration steps by following the instructions sent to the email address provided during the registration process for their specified organization.

Since additional identity proofing is required for the PAO and AA roles, you will be prompted to sign an Electronic Signature Agreement (ESA). The SP role will not receive an ESA prompt.

### 3.4.1 User Information

The ‘User Information’ section collects the following information:

- User ID (required)
- Title (required)
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- Password (required)
- Re-type Password (required)
- Security Question 1 (required)
- Security Answer 1 (required)
- Security Question 2 (required)
- Security Answer 2 (required)
- Security Question 3 (required)
- Security Answer 3 (required)

Please note that the user ID and password information may be requested for re-authentication with features throughout CDX including any submission processes within the SSTS program service. The ‘Security Question’ and ‘Security Answer’ fields are also used for re-authentication in the event you forget your password and need to reset it.

When creating a user ID, it must abide by the following rules:

- Must be at least 8 characters
- No special characters may be used with the exception of ‘_’, ‘@,’ and ‘.’

When creating a password, it must abide by the following rules:

- Must be at least 8 characters
- Must be no more than 15 characters
Must contain one uppercase letter, one lowercase letter, and one number
- May not begin with a number
- May not be the same as your user ID
- May not contain the word ‘Password’
- May not contain any special characters or spaces
- Must be changed every 90 days

Exhibit 3-7 shows a picture of the ‘User and Organization’ screen:

Exhibit 3-7 User and Organization Screen – User Information
3.4.2 Organization Information

The CDX system prepopulates the organization information section with the information associated with the EPA company number entered on the ‘Role Access – Company Number’ screen. PAO and AA roles may correct fields with incorrect or missing organization information. The SP role should contact their sponsoring PAO or AA so that they may make changes to the prepopulated organization information.

Note: The ‘Organization Name’ field is associated with a specific EPA company number and is not editable. To make changes to the ‘Organization Name’ field please refer to http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official for further information about EPA company numbers.

The following fields should be completed:

- Organization Name (Fixed)
- Country (Required)
- Mailing Address (Required)
- Mailing Address 2
- City (Required)
- State (Required)
- Zip/Postal Code (Required)
- Email (Required)
- Re-Enter Email (Required)
- Phone Number (Required)
- Phone Number Extension
- Fax Number

Note: CDX will prompt users who identify international organizations to complete the above fields with different validation requirements.
Exhibit 3-8 shows a picture of the ‘User and Organization’ screen:

**Exhibit 3-8: User and Organization Screen – Organization Information**

**Navigation:** Click the ‘Submit Request for Access’ button when all of the fields are appropriately filled.

### 3.5 Confirmation Email

Once you have submitted your request for access, CDX will send an email to the email address you entered for the organization that you registered for on the ‘User and Organization’ screen (see Exhibit 3-9). The email will contain the account confirmation and the additional instructions. Once you receive the email, click the activation link. The link will take you to the CDX login screen where you will be asked to enter your user ID and password.
Exhibit 3-9 shows a picture of the confirmation email:

Exhibit 3-9 Confirmation Email

3.6 Logging in to MyCDX for New Users

Once you click the activation link in the confirmation email, you will be taken to the CDX login screen (see Exhibit 3-10). If you try to log in prior to clicking the confirmation link, you will be taken to the user account completion screen where you can request another verification email to be sent to the email address on file (see Exhibit 3-11). If you enter the wrong validation code, or if the validation code has expired, an on-screen message will appear notifying you to contact the CDX Help Desk (see Exhibit 3-12).

After the correct information is accurately entered, you will be taken to the next screen to complete SSTS registration requirements.
Exhibit 3-10 shows a picture of the ‘CDX Login’ screen:

**Exhibit 3-10 CDX Login Screen**

**Navigation:** Enter your newly created User ID and Password and click the ‘Log In to CDX’ button.
Exhibit 3-11 shows a picture of the ‘Resend Verification Email’ screen:

![Resend Verification Email Screen](image)

**Exhibit 3-11: Resend Verification Email Screen**

Exhibit 3-12 shows a picture of the ‘Validation Code Not Found’ screen:

![Validation Code Not Found Screen](image)

**Exhibit 3-12: Validation Code Not Found Screen**

### 3.7 Additional Verification

After you log into CDX from the link in the activation email, you will be redirected to the appropriate screens for additional information appropriate to your SSTS role.

- **Primary Authorized Officials** from domestic organizations have the option to proceed with electronic verification and should reference Section 3.7.1 for additional information. Primary
Authorized Officials from international organizations or who do not wish to undergo electronic verification should reference Section 3.7.2.2 for additional information.

- **Authorized Agents** that registered for CDX without the sponsorship of a Primary Authorized Official should refer to Section 5.1 for additional information about completing role sponsorship and registration.

- **Secondary Preparers** that registered for CDX without the sponsorship of either a Primary Authorized Official or Authorized Official should refer to Section 5.1 for additional information about completing role sponsorship and registration.

### 3.7.1 Identity Verification Process – Primary Authorized Official and Authorized Agent

As a domestic Primary Authorized Official or sponsored domestic Authorized Agent, you will be given the option to use the electronic identity verification process (see Exhibit 3-13). Primary Authorized Officials or Authorized Agents from international organizations should reference Section 3.7.2.2 for additional information. The CDX registration process provides an identity verification service called LexisNexis, which is a third-party service that verifies a user's identity. If you choose to proceed with the electronic verification process, click the check box and click the ‘Proceed to Verification’ button.

The LexisNexis service will launch a new window, which navigates a user away from CDX to collect additional Personally Identifiable Information (PII) that CDX does not store or use. If you choose not to utilize LexisNexis and click the ‘sign the paper form’ link, CDX will proceed to the paper processing option and instruct you to print, sign, and mail identity proofing documentation.

The ‘LexisNexis Data Collection’ window will display fields for a user to enter in PII information (see Exhibit 3-14). You must provide the necessary PII for LexisNexis to complete the identity validation.

You will be redirected back to CDX after submitting the information and one of the following scenarios will occur:

1. You successfully validate to the minimum standards. After clicking the ‘Continue’ button, the system will direct you to set your 20-5-1 questions and allow you to electronically sign the ESA.

2. You unsuccessfully validate to the minimum standards after clicking the ‘Continue’ button. If your user identity proofing failed, you can only sign the paper ESA.

3. You choose to sign the paper ESA by clicking the ‘Continue’ button without submitting the LexisNexis form and clicking the paper ESA link (see Exhibit 3-16).

4. You choose to discontinue the registration process by clicking the ‘Cancel’ button on the ‘Additional Verification’ screen (see Exhibit 3-13). You will be sent the paper ESA in your MyCDX inbox. You must contact the CDX helpdesk for further information to obtain access to the program role requested.
Exhibit 3-13 shows a picture of ‘CDX Registration: Additional Verification’ screen:

Exhibit 3-13: CDX Registration, Additional Verification Screen

**Navigation:** Select the checkbox and click the ‘Proceed to Verification’ button.
Exhibit 3-14 shows a picture of the ‘LexisNexis Data Collection’ pop-up window:

Exhibit 3-14: LexisNexis Data Collection Pop-Up Window

**Navigation:** Enter information in all required fields and click the ‘Submit’ button. The required fields are marked with an asterisk.
Exhibit 3-15 shows a picture of the ‘LexisNexis Results’ screen:

![Exhibit 3-15: LexisNexis Results Screen](image)

**Navigation:** Click the ‘Continue’ button to continue the ESA process.

Exhibit 3-16 shows a picture of the ‘LexisNexis Results (without online Verification)’ screen:

![Exhibit 3-16: LexisNexis Continuing without Verification Screen](image)

**Navigation:** Click the ‘Continue’ button to continue the ESA process.

### 3.7.2 CDX Electronic Signature Agreement (ESA)

If you do not have a current ESA because you just created a new CDX account or because your organization’s information has changed, you will be prompted to sign an ESA. The following sections provide more detail about signing an ESA electronically or via the paper process.
Primary Authorized Officials and Authorized Agents from international organizations should reference Section 3.7.2.2 for additional information.

Please note that an ESA is not required for the Secondary Preparer role.

3.7.2.1 Electronic CDX Electronic Signature Agreement (ESA)

For domestic organizations, CDX provides twenty questions to choose from which will help validate your identity. You will be prompted to enter Cross-Media Electronic Reporting Regulation (CROMERR) questions after you have successfully passed LexisNexis identity proofing or have been approved via the help desk. These questions and answers are used to confirm your identity during the electronic submission of documents to EPA.

You will choose five questions and provide answers for each. You will not be allowed to select and provide duplicate questions or answers. The questions that you select should be easy for you to remember, but difficult for someone else to guess. You will be required to answer one of these five questions upon submitting any reports within SSTS. You will be prompted with a question randomly chosen by the system during the signing process. It is important that you remember the answers to these five questions. If you forget the answers and lock your account after three unsuccessful tries, you will have to call the CDX Help Desk to reset the answers.

If you pass LexisNexis validation and choose to sign the ESA electronically, the system will verify that the CROMERR 20-5-1 questions and answers have been set. If the questions and answers were previously set, you will be directed to a page to view the ESA. If these have not been set, you will be directed to a page to provide five questions and answers before proceeding to the ESA page (see Exhibit 3-17). The questions must be completed before you can electronically sign the ESA. Click the ‘Save Answers’ button after providing the questions and answers. You will receive an email confirmation of your 20-5-1 questions to both your provided email address and MyCDX inbox.

After you complete the 20-5-1 question process, review the ESA, and click the ‘Sign Electronically’ button, the system will launch the CDX CROMERR widget. As part of the CDX CROMERR widget process, you will be required to re-validate your user ID and password, provide the answer to one of the 20-5-1 questions, and officially sign the ESA (see Exhibit 3-18, Exhibit 3-19, and Exhibit 3-20).

When you officially sign the ESA, a copy of the ESA, along with your electronic signature, is stored in the CDX CROMERR archives. A copy of the ESA is also sent to your MyCDX inbox.

If you choose the paper ESA process, the questions will not be displayed in CDX until your program service role has been activated by EPA. After your role has been activated, you will be prompted to provide your questions and answers before being able to navigate to the ‘MyCDX’ landing page.
Exhibit 3-17 shows a picture of the ‘CROMERR 20-5-1 Question and Answer’ on the ‘eSIG-PIN Entry’ screen:

Exhibit 3-17: eSIG-PIN Entry CROMERR 20-5-1 Question/Answer Screen

**Navigation:** Select five questions and enter corresponding answers in the provided fields and the click the ‘Save Answers’ button.
Exhibit 3-18 shows a picture of the ‘Electronic CDX ESA’ screen:

Exhibit 3-18: Electronic CDX ESA Screen

Navigation: Review the ESA document and the click the ‘Sign Electronically’ button.
Exhibit 3-19 shows a picture of the ‘CROMERR eSignature Widget’ pop-up window:

Exhibit 3-19: CROMERR eSignature Widget (Screen 1)

Navigation: Click the ‘Accept’ button.
Exhibit 3-20 shows a picture of the ‘CROMERR eSignature Widget’ pop-up window:

Exhibit 3-20: CROMERR eSignature Widget (Screen 2)

**Navigation:** Enter your CDX password and answer to a randomly selected 20-5-1 question and click the ‘Sign’ button to complete the ESA signature process.

### 3.7.2.2 Paper ESA

CDX users with foreign organizations, as well as domestic Primary Authorized Official and Authorized Agents who do not wish to leverage LexisNexis identity proofing or are unable to meet the minimum identity proofing requirements, will be required to complete a paper ESA. The paper process allows you to print the ESA, provide a wet ink signature, and mail the signed ESA to the appropriate EPA coordinator. Domestic establishments are managed across EPA’s ten regional offices based on the state where your pesticide establishment is located. All foreign establishments are managed by EPA’s Headquarters office in Washington, DC. A copy of the ESA form will be saved in your CDX ‘Inbox’ for future reference and reprinting.
Exhibit 3-21 shows a picture of the ‘Paper CDX ESA’ pop-up window:

Exhibit 3-21: Paper CDX ESA Pop-Up Window

3.8 Regional Coordinator/Registration Maintenance Account Manager (RMAM) Approval

Primary Authorized Officials and Authorized Agents must wait for an EPA Regional Coordinator/RMAM to grant access to the SSTS program service. In this case, the user will not be able to do anything beyond entering CDX registration information. If you have issues waiting for the approval, you will need to contact your EPA Regional Coordinator/RMAM.
3.9 Registration Notifications

After completing the registration process, you will receive confirmation of successful registration (see Exhibit 3-22). If you choose the paper ESA option, you will receive a confirmation email when your role has been approved (see Exhibit 3-23).

Exhibit 3-22 shows a picture of a ‘CDX Registration’ email after you have successfully registered with CDX:

Exhibit 3-22: CDX Registration – Role Activation Email
Exhibit 3-23 shows a picture of the ‘CDX Registration’ email after you have changed a role status or have successfully created an account with CDX and are awaiting approval:

Exhibit 3-23: CDX Registration – Role Status Change Email
3.10 Accessing SSTS

Once your CDX account has been activated, you can access the SSTS program service by clicking the role link within the ‘Role’ column on the ‘MyCDX’ page.

Exhibit 3-24 shows a picture of the ‘MyCDX’ screen:
4  Add SSTS to an existing CDX Account

The following sections provide details regarding how to add the SSTS program service to an existing CDX account.

4.1  Navigate the MyCDX Screen

The ‘MyCDX’ screen displays links and tabs to access CDX functions, a listing of the program services and roles for which you are currently registered, as well as status information related to your registered program services as well as CDX overall.

Exhibit 4-1 shows a picture of the ‘MyCDX’ screen:

![Exhibit 4-1: MyCDX Screen](image)

**Navigation**: Click the ‘Add Program Service’ button to add the SSTS program service to your existing CDX account.
4.2 Add SSTS Program Service

The ‘Program Service’ screen displays a list of available program services from which you can choose. You may filter the open program service list by typing the program service name or other related program metadata in the text bar. You can select a program by clicking the program name (e.g. ‘SSTS: Section Seven Tracking System’). The selection on this page will determine the information you must enter on subsequent pages.

The search component provides an enhanced search capability that instantly displays search results as search criteria and keywords are entered by the user. For example, typing the word ‘SSTS’ will display ‘SSTS: Section Seven Tracking System’ in the search results. The system will take you to the ‘Role Access’ screen once you select the program service.

Exhibit 4-2 shows a picture of the ‘Program Service’ screen:

![Program Service Screen]

**Exhibit 4-2: Program Service Screen**

**Navigation:** Enter ‘SSTS’ in the ‘Active Program Services List’ field and select ‘SSTS: Section Seven Tracking System.’

4.3 Request Role Access

The ‘Role Access’ screen is the second step in the registration process. It will be highlighted in the top breadcrumb bar. Completed steps are indicated with a checkmark. You are also able to navigate back to the first step by clicking the ‘Program Service’ step in the top breadcrumb bar.
The CDX application allows programs to define user roles that can be selected during registration. After selecting ‘SSTS: Section Seven Tracking System’ on the ‘Program Service’ page, the ‘Role Access’ screen will appear and will allow you to register for the appropriate role. The roles supported by the SSTS program service include:

- **Primary Authorized Official**: The Primary Authorized Official (PAO) is the person legally responsible for the annual pesticide production and distribution report submission. The PAO, typically, is a senior official for the reporting company and may be the supervisor of the person (or persons) completing the Report form. A PAO may not be a third party, such as an attorney, consultant, or agent and must be a company employee. PAOs can also sponsor Authorized Agents and Secondary Preparers to access the application on their behalf.

- **Authorized Agent**: The Authorized Agent (AA) is a person legally responsible for completing and submitting to the Agency the annual pesticide production and distribution Report. The AA must be appointed by a senior company official of the pesticide production company. An AA may be a third party, such as an attorney, consultant, or other agent, and may assign Secondary Preparers to prepare Report forms. Once an AA is sponsored by a pesticide production company’s PAO, the AA can electronically sign and submit a final Report form to the Agency.

  **Note**: Authorized Agents must be sponsored by a Primary Authorized Official before they can complete registration for the SSTS program service. For more information about role sponsorship please see Section 5.

- **Secondary Preparer**: A Secondary Preparer (SP) may be a company employee, attorney, consultant, or agent that has the authority to prepare an annual pesticide production and distribution report on behalf of a PAO or AA. A SP can start a new Report and reopen a saved Report that has not been submitted to the Agency. A SP has neither the authority nor ability within the SSTS application to sign and submit a Report.

  **Note**: Secondary Preparers must be sponsored by either a Primary Authorized Official or Authorized Agent before they can complete registration for the SSTS program service. For more information about role sponsorship please see Section 5.
Exhibit 4-3 shows a picture of the ‘Role Access’ screen:

![Role Access Screen](image)

**Exhibit 4-3: Select Role**

**Navigation:** Select a role from the ‘Select Role’ drop down menu and click the ‘Request Role Access’ button.

**4.3.1 Role Access – Company Number**

After selecting a role, you will be prompted to enter the EPA company number for the company for which you will complete SSTS submissions. An EPA pesticide establishment number contains three parts such as 11111-DC-1. The first part of the establishment number is the EPA company number. The second part is the state abbreviation where the establishment is located. The third part of the establishment number is a sequence number. If you do not know your company’s EPA company number or you require a new EPA company number, please refer to [http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official](http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official) for additional information.
Exhibit 4-4 shows a picture of the ‘Role Access - Company Number’ screen:

**Exhibit 4-4: Company Number Search**

**Navigation:** Enter the company number for the organization for which you will access the SSTS program service and click the ‘Next’ button.
Exhibit 4-5 shows a screen capture of the company number search results:

Exhibit 4-5: Company Number Search Results

4.4 Organization Information

The CDX system prepopulates the organization information section with the information associated with the EPA company number entered on the ‘Role Access – Company Number’ screen. PAO and AA roles may correct fields with incorrect or missing organization information. The SP role must contact their sponsoring PAO or AA so that they can make any changes to the prepopulated organization information.

Note: The ‘Organization Name’ field is associated with a specific EPA company number and is not editable. To make changes to the ‘Organization Name’ field please refer to http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official for further information about EPA company numbers.
The following fields should be completed:

- Organization Name (Fixed)
- Country (Required)
- Mailing Address (Required)
- Mailing Address 2
- City (Required)
- State (Required)
- Zip/Postal Code (Required)
- Email (Required)
- Re-Enter Email (Required)
- Phone Number (Required)
- Phone Number Extension
- Fax Number

**Note:** CDX will prompt users who identify international organizations to complete the above fields with different validation requirements.
Exhibit 4-6 shows a picture of the ‘Organization’ screen:

**Exhibit 4-6: Organization Screen**

**Navigation:** Click the ‘Submit Request for Access’ button when all of the fields are appropriately filled.

Please refer to Sections 3.7 through 3.10 to finish adding the SSTS program service to your existing CDX account.
5 SSTS Role Sponsorship

Primary Authorized Officials can sponsor both Authorized Agents and Secondary Preparers to assist them in the preparation of SSTS submissions. Additionally, Authorized Agents can sponsor Secondary Preparers to assist them in the preparation of SSTS submissions. Sponsorship can be initiated by any of the SSTS roles, i.e., a sponsor or sponsored user may initiate the process. Both the sponsor and sponsored user must have a CDX account to create, review, and accept a sponsorship request.

5.1 Complete Un-sponsored CDX Registration

During the initial CDX registration process for the Authorized Agent and Secondary Preparer roles you must request sponsorship from a Primary Authorized Official or Primary Authorized Official/Authorized Agent, respectively. One example of this process is when an Authorized Agent initiates sponsorship from a Primary Authorized Official. Please refer to Section 3 for additional information about how to begin core CDX registration as an Authorized Agent or Secondary Preparer or Section 4 for additional information about how to add these roles to an existing account.

Once you have completed core CDX registration, you will be asked to complete the steps outlined in the following subsections to complete registration.

5.1.1 Request Sponsorship

The ‘Request Sponsorship’ screen is the first step in identifying a user to sponsor you as an Authorized Agent or Secondary Preparer for SSTS.

Enter the email address of the user you wish to sponsor your role and click the ‘Submit’ button.
Exhibit 5-1 shows a picture of the ‘Request Sponsorship’ screen.

**Exhibit 5-1: Request Sponsorship Screen**

**Navigation:** Enter the email address of the CDX user who will provide your sponsorship and click the ‘Submit’ button.

5.1.2 Role Sponsorship Review

The ‘Role Sponsorship Review’ screen displays the details of the role sponsorship you are requesting, including the program service, user role, and email address of the identified sponsor.

You must indicate whether the provided email address is correct or incorrect and provide updates if necessary.

To proceed with the role sponsorship process, select the ‘Yes, the provided email address is correct’ radio button and click the ‘Submit’ button. If you select the ‘No, the provided email address is incorrect and must be updated’ radio button, click the ‘Back’ button and re-enter your sponsor’s email address. A pop-up window displays to confirm the email address of the specified Submitter (see Exhibit 5-3). You must enter the email address of the specified sponsor before the application generates the email notification.

Click the ‘Confirm’ button to generate an email that will be sent to the sponsor. The sponsor will receive an email to access CDX in order to review or cancel the sponsorship request (see Exhibit...
5-4). You will be sent a copy of this email for your records. Click the ‘review this sponsorship’ link within the email to generate the ‘Sponsorship Information’ screen. Click the ‘cancel this sponsorship request’ link within the email to cancel the sponsorship request.

Once you complete these request sponsorship steps, the registration process will be complete. However, the user you selected as your sponsor will need to review and approve your request before you may access the SSTS application. Once your request is approved, please refer to the following section for additional information:

- **Authorized Agents** should refer to Section 3.7.2 for information about completing the SSTS ESA.

- **Secondary Preparers** should refer to Section 3.10 for information about accessing the SSTS application.

Exhibit 5-2 shows a picture of the ‘Role Sponsorship Review’ screen:

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**Exhibit 5-2: Role Sponsorship Review Screen**

**Navigation:** Select the ‘Yes, the provided email address is correct’ radio button and click the ‘Submit’ button.
Exhibit 5-3 shows a picture of the ‘Email Confirmation’ pop-up window:

![Email Confirmation Pop-up Window]

**Exhibit 5-3: Role Sponsorship Review Screen**

**Navigation:** Enter the email address of the CDX user who will provide your sponsorship and click the ‘Confirm’ button.

Exhibit 5-4 shows a picture of the ‘CDX Role Sponsorship Request’ email received by the sponsor:

Mr John Doe with registered email address john@doe.com is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SSTS Test Company  
Program Service: Section Seven Tracking System  
Role: Authorized Agent  
Company Number: 11111

You may review this sponsorship request and follow the instructions after being redirected to the CDX application.  
You may cancel this sponsorship request.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For international callers, the CDX Help Desk can also be reached at (970) 494-5500.

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**Exhibit 5-4: CDX Role Sponsorship Request Email**
5.2 Role Sponsorship Tools

Another example of role sponsorship is when, for example, a Primary Authorized Official invites an Authorized Agent to be sponsored. As a Primary Authorized Official or Authorized Agent, click the ‘Role Sponsorship’ tab on the ‘MyCDX’ screen to begin the sponsorship process for a new or current CDX user who will serve as an Authorized Agent (for Primary Authorized Officials only) or Secondary Preparer (both Primary Authorized Officials and Authorized Agents).

The ‘Role Sponsorship’ screen displays various options available, including initiating the role sponsorship process, approving/denying sponsorship requests, and viewing/modifying existing privileges.

Exhibit 5-5 shows a picture of the ‘MyCDX’ screen:

![Exhibit 5-5: MyCDX Menu Screen](image)

**Navigation:** Click the ‘Role Sponsorship’ tab to access role sponsorship tools.
Exhibit 5-6 shows a picture of the ‘Role Sponsorship’ screen:

Exhibit 5-6 Role Sponsorship Screen

5.2.1 Role Sponsorship/Invitation (Sponsoring User)

The ‘Role Sponsorship/Invitation’ screen is the first step in identifying a user to sponsor for SSTS.

In the ‘Step 1: Recipient Information’ field set, a Primary Authorized Official or Authorized Agent enters the email address of the user to sponsor.

In the ‘Step 2: Sponsorship Information’ field set, a Primary Authorized Official or Authorized Agent selects SSTS and selects ‘Authorized Agent’ (Primary Authorized Official only) or ‘Secondary Preparer’ (Primary Authorized Official or Authorized Agent) from the ‘Role’ drop-down menu. In this example we will select a Secondary Preparer to sponsor.
Exhibit 5-7 shows a picture of the ‘Role Sponsorship/Invitation’ screen.

Exhibit 5-7: Role Sponsorship/Invitation Screen

**Navigation:** Enter the email address for the sponsored user, make selections from the ‘Program Service’ and ‘Role’ drop-down menus, and click the ‘Submit’ button.

5.2.2 Role Sponsorship Review (Sponsoring User)

The ‘Role Sponsorship Review’ screen displays the details of the role sponsorship, including the program service, user role, and email address of the identified sponsored user.

The Primary Authorized Official or Authorized Agent will indicate whether the provided email address is correct or incorrect and provide updates if necessary.

To proceed with the role sponsorship process, select the ‘Yes, the provided email address is correct’ radio button and click the ‘Submit’ button. If you select the ‘No, the provided email address is incorrect and must be updated’ radio button, click the ‘Back’ button and re-enter the sponsored user information. A pop-up window displays to confirm the email address of the
specified Submitter (see Exhibit 5-9). You must enter the email address of the specified sponsored user before the application generates the email invitation. Multiple confirmations are required to confirm email address accuracy.

Click the ‘Confirm’ button to generate an email that will be sent to the identified Secondary Preparer. The sponsored user will receive an email to review or cancel the sponsorship request (see Exhibit 5-10). As a Primary Authorized Official or Authorized Agent, you will be sent a copy of this email for your records (see Exhibit 5-11). Click the ‘review this sponsorship’ link within the email to generate the ‘Sponsorship Information’ screen. Click the ‘cancel this sponsorship request’ link within the email to cancel the sponsorship request (see Exhibit 5-10).

Exhibit 5-8 shows a picture of the ‘Role Sponsorship Review’ screen:

![Role Sponsorship Review Screen]

**Exhibit 5-8: Role Sponsorship Review Screen**

**Navigation:** Select the ‘Yes, the provided email address is correct’ radio button and click the ‘Submit’ button.
Exhibit 5-9 shows a picture of the ‘Email Confirmation’ pop-up window:

**Exhibit 5-9: Email Confirmation Pop-Up Window**

**Navigation:** Enter the email address of the CDX user who will provide your sponsorship and click the ‘Confirm’ button.
Exhibit 5-10 shows a picture of the ‘CDX Role Sponsorship Request’ email that is received by the Secondary Preparer:

Mr ssts ssts with registered email address is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SSTS TEST COMPANY 1
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

You may review this sponsorship request and follow the instructions after being redirected to the CDX application. You may cancel this sponsorship request.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 5-10: CDX Role Sponsorship Request Email – Submitter
Exhibit 5-11 shows the copy of the request that is sent to the Primary Authorized Official or Authorized Agent:

Your request was submitted.

Mr ssts ssts with registered email address [redacted] is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SSTS TEST COMPANY
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 5-11: Copy of CDX Role Sponsorship Request Email – Primary Authorized Official or Authorized Agent

5.2.3 Sponsorship Information (Sponsored User)

The ‘Sponsorship Information’ page displays when a potential sponsored user clicks the ‘review this sponsorship’ link within the sponsored user’s sponsorship email. A sponsored user has the option to log into an existing account, or create a new account.

If a sponsored user chooses to create a new account, they should click the ‘Create New Account’ button on the ‘Sponsorship Information – Log-In’ page (see Exhibit 5-12).

If a sponsored user chooses to log into an existing account, they should select the user ID from the ‘User ID’ drop-down menu, enter the password, and click the ‘Log In’ button to log into their CDX account. This displays an additional ‘Sponsorship Information’ page where a potential sponsored user must approve or reject a CDX official’s request to view their contact information to sponsor them for the corresponding role (see Exhibit 5-13).
Exhibit 5-12 shows a picture of the ‘Sponsorship Information – Log-In’ screen:

**Exhibit 5-12: Sponsorship Information – Log-In Screen**

**Navigation:** To log into CDX with an existing account, select an account from the ‘User ID’ drop-down menu, enter its corresponding ‘Password,’ and click the ‘Log In’ button. To create a new account, click the ‘Create New Account’ button.
Exhibit 5-13 shows a picture of the ‘Role Sponsorship Review’ screen:

Exhibit 5-13: Role Sponsorship Review Screen

**Navigation:** After clicking the ‘Approve’ button, the sponsored user will be navigated to the ‘Account Registration’ screen to confirm their role.
Exhibit 5-14 shows a picture of the ‘Role Sponsorship Review’ screen:

Exhibit 5-14: Role Sponsorship Review Screen

Navigation: Click the ‘Request Role Access’ button to confirm the sponsored role.
Exhibit 5-15 shows a picture of the ‘Company Number’ screen:

Exhibit 5-15: Company Number Screen

**Navigation:** Enter the company number for the company for which you will submit on the ‘Account Registration’ screen.

**Important:** The sponsored user must enter the same company number as the user who initiated their sponsorship. If the same number is not used to sponsorship will fail.
Exhibit 5-16 shows a picture of the ‘Confirm Organization Information’ screen:

Exhibit 5-16: Confirm Organization Information Screen

Navigation: If the displayed organization information is correct, click the ‘Next’ button.
Exhibit 5-17 shows a picture of the ‘Contact Information’ section:

Exhibit 5-17: Contact Information Section

**Navigation:** Enter information into all required fields and click the ‘Submit’ button. At this point the process will be complete for Secondary Preparers. Authorized Agents should refer to Section 3.7.2 for information about completing the ESA signature process.
Exhibit 5-18 shows a picture of the ‘CDX Role Sponsorship Request’ email that is sent to the sponsored user:

The sponsor letter for the following sponsorship request has been completed.

Organization: SSTS TEST COMPANY 1
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 5-18: CDX Role Sponsorship Request Email – Sponsored User
5.2.4 Finalizing the Role Sponsorship Process (Sponsoring User)

Once the sponsored user has completed the screens detailed in Section 5.2.3, the sponsoring user will receive an email to complete the sponsorship process.

Exhibit 5-19 shows a picture of the copy of the ‘CDX Role Sponsorship Request’ email that is sent to the sponsoring user:

Exhibit 5-19: Copy of CDX Role Sponsorship Request Email – Sponsoring User

Navigation: Click the ‘review this sponsorship’ request link within the email to log into CDX.
Exhibit 5-20 shows a picture of the ‘Role Sponsorship Login’ screen. The Primary Authorized Official or Authorized Agent is navigated to this screen once they click the ‘review this sponsorship request’ link within their email:

Exhibit 5-20: Role Sponsorship Login Screen

**Navigation:** Enter your CDX credentials and click the ‘Log In’ button.
Exhibit 5-21 shows a picture of the ‘Role Sponsorship Review’ screen:

Exhibit 5-21: Role Sponsorship Review Screen

Navigation: Select the organization and role for which you wish to complete the sponsorship request and click the ‘Approve’ button.

Important: You must select the organization displayed in the ‘Sponsorship Information’ field set displayed at the top of the screen otherwise sponsorship will fail.

If the sponsorship is a Primary Authorized Official sponsoring an Authorized Agent, the Primary Authorized Official will have to sign an Electronic Sponsor Agreement after clicking the ‘Approve’ button. This document formalizes the relationship between the two users and authorizes the Authorized Agent to submit on behalf of the Primary Authorized Official’s organization.

If the sponsorship is for a Secondary Preparer, the sponsoring user is not required to sign this document and the sponsorship process will complete upon clicking the ‘Approve’ button. Secondary Preparers can prepare reports in CDX-SSTS but cannot submit the reports to EPA.
Exhibit 5-22: **Electronic** shows the electronic sponsorship agreement:

Exhibit 5-22: **Electronic Sponsor Agreement**

After Clicking the ‘Sign Electronically’ button and clicking ‘Accept’ in the pop-up window, the Primary Authorized Official will be presented with the ‘eSignature Widget’ screen.

The Primary Authorized Official will be required to log in to CDX, answer a secret question, and sign the file by clicking the ‘Sign’ button.
Exhibit 5-23 shows a picture of the ‘CROMERR eSignature Widget’ pop-up window:

![CROMERR eSignature Widget](image)

**Exhibit 5-23: CROMERR eSignature Widget (Screen 1)**

**Navigation:** Click the ‘Accept’ button.
Exhibit 5-24 shows a picture of the ‘CROMERR eSignature Widget’ pop-up window:

Exhibit 5-24: CROMERR eSignature Widget (Screen 2)

**Navigation:** Enter your CDX password and answer to a randomly selected 20-5-1 question and click the ‘Sign’ button to complete the ESA signature process.
Exhibit 5-25 shows a picture of the email to verify the successful signing process:

![Email](image)

You have successfully signed your CDX submission using the CROMERR E-Signature process. To view the details of this CROMERR activity please [click here](link). This message is being sent to you as confirmation of your submission. If you did not perform this submission please contact the CDX Helpdesk at 888-890-1995.

**Exhibit 5-25: Central Data Exchange Sponsorship Request Completed Email – Primary Authorized Official or Authorized Agent**

Exhibit 5-26 shows a picture of the confirmation email that the sponsorship request has been completed:

![Email](image)

The sponsor letter for the following sponsorship request has been completed.

**Organization:** SSTS TEST COMPANY 1  
**Program Service:** Section Seven Tracking System  
**Role:** Authorized Agent  
**Company Number:** 11111

**Please do not reply to this message.** If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll-free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For international callers, the CDX Help Desk can also be reached at (970) 494-5500.

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**Exhibit 5-26: CROMERR E-Signature Email**
The sponsored user will also receive an email indicating that the sponsor letter for the sponsorship request has been completed (see Exhibit 5-27).

The sponsor letter for the following sponsorship request has been completed.

Organization: SSTS TEST COMPANY 1  
Program Service: Section Seven Tracking System  
Role: Authorized Agent  
Company Number: 11111

You may log in to complete your account registration associated with this request after being redirected to the CDX application.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 5-27: Central Data Exchange Sponsorship Request Completed Email – Sponsored User
5.3 Pending Sponsorship Requests

As a Primary Authorized Official or Authorized Agent, you can view the outstanding sponsorship requests associated with your CDX account by clicking the ‘Pending Sponsorship Requests’ link from the ‘Role Sponsorship Tools’ screen to navigate to the ‘Pending Sponsorship Requests – Search’ screen as displayed below in Exhibit 5-28.

Exhibit 5-28 shows a picture of the ‘Pending Role Sponsorship Requests Search’ screen:

![Pending Sponsorship Requests Search](image)

**Exhibit 5-28: ‘MyCDX’ Pending Sponsorship Requests – Search**

**Navigation:** Enter at least one search criterion and click the ‘Search’ button to navigate to the ‘Pending Sponsorship Requests’ screen.

The ‘Pending Sponsorship Requests – Search Results’ screen displays the outstanding sponsorship requests that match the criteria entered on the ‘Pending Sponsorship Requests – Search’ screen. From this screen, you can approve and reject sponsorship requests for your
organization. If you approve a request, the listed requestor will gain access to the SSTS program service as a Secondary Preparer for your organization.

Exhibit 5-29 displays the ‘Pending Sponsorship Requests – Search Results’ screen with one request for role sponsorship:

Exhibit 5-29: ‘MyCDX’ Active Submitter Role
5.4 Access Management

As a Primary Authorized Official or Authorized Agent, you have the ability to search for and manage access to the SSTS program service for sponsored users associated with your organization(s). An example of managing access is if you need to revoke a sponsored user’s access to SSTS because they are no longer associated with your organization. To access this functionality click the ‘Access Management’ link from the ‘Role Sponsorship Tools’ screen to navigate to the ‘Access Management – Search’ screen as displayed in Exhibit 5-30:

![Exhibit 5-30: Access Management – Search Screen](image)

**Navigation:** Enter at least one search criterion and click the ‘Search’ button to navigate to the ‘Access Management – Search Results’ screen.

The ‘Access Management – Search Results’ screen displays the users sponsored by your organization that match the criteria entered on the ‘Access Management – Search’ screen. From this screen, you can maintain access to the SSTS program service for sponsored users associated with your organization by clicking an available function displayed in the ‘Actions’ column.
Exhibit 5.31 displays a picture of the ‘Access Management – Search Results’ screen:

Exhibit 5.31: Access Management – Search Results Screen
6 CDX Main Navigation

The following section provides an overview of the pages that are accessible upon first navigating to the CDX Homepage before beginning the registration process.

6.1 Overview

CDX is an application used by EPA programs and various stakeholders to manage environmental data transmitted to EPA to meet EPA reporting requirements. As part of the CDX system, the user registration component is used to facilitate user access to a program service. Within the user registration component, program offices have the ability to define the roles and information required by new users to complete the registration process. Based on the program service and role combinations, each program has different information that a user must provide. CDX captures the requirements for each program service and role, and prompts the user for only the information required. Some roles do not require any additional information, whereas others require identity proofing and/or additional information processing. The following sections will walk through how a user will register for the SSTS program service.

6.2 CDX Homepage

The CDX homepage is the landing screen from which you have the ability to access and interact with CDX. The CDX home screen can be accessed by the following link: https://cdx.epa.gov, and provides the user with the following features:

- **Log In:** If you already have a CDX account, you may log into the system by entering your user identification (ID) and password information and clicking the ‘Log In’ button located on the right-hand side of the screen.

- **Registration:** If you do not have a CDX account, click the ‘Register with CDX’ button to begin the registration process outlined later in Section 3 of this guide.

- **Welcome Announcement:** This text area provides welcome text that is visible to all users who visit CDX.

- **Important Alerts:** The alerts in the ‘Notices’ box that appear below the ‘Welcome Announcement’ provide you with system or program-specific information. The ‘Notices’ box will only appear if there are any alerts regarding CDX.

- **Warning Notice and Privacy Policy:** The ‘Warning Notice and Privacy Policy’ statements are displayed on the CDX homepage providing you with a list of the terms of use for the CDX system, whether you decide to log into or register with the system.
Exhibit 6-1 shows a picture of the ‘CDX Homepage’ screen (Scroll 1):

Exhibit 6-1: CDX Homepage Screen (Scroll 1)
Exhibit 6-2 shows a picture of the ‘CDX Homepage’ screen (Scroll 2):

Exhibit 6-2: CDX Homepage Screen (Scroll 2)

6.2.1 About CDX

From the CDX homepage, you can access the ‘About CDX’ screen from the tab labeled ‘About’ at the top of the screen. The ‘About CDX’ screen provides general information about the CDX system requirements and procedures that site users should be aware of concerning regulation, user information, and system information. Tabs are available across the top part of the CDX homepage for a user to read information regarding specific CDX topics.
Exhibit 6-3 shows a picture of the ‘About CDX’ screen (Scroll 1):

Exhibit 6-3: About CDX Screen (Scroll 1)
Exhibit 6-4 shows a picture of the ‘About CDX’ screen (Scroll 2):

Exhibit 6-4: About CDX Screen (Scroll 2)

6.2.2 Recent Announcements

From the CDX homepage, you can access the ‘Recent Announcements’ screen from the tab labeled ‘Recent Announcements’ at the top of the screen. This page provides an extended list of announcements, both current and archived. The most recent announcements are displayed as important alerts on the homepage. If an alert on the homepage is too long, it will display in a teaser format with a hyperlink to view more details. Upon clicking the hyperlink on the homepage, the user will be directed to the ‘Recent Announcements’ screen to view the announcement in its entirety. An ‘Older announcements’ link displays at the bottom of a set of announcements to display announcements from the past six months.
Exhibit 6-5 shows a picture of the ‘Recent Announcements’ screen:

Exhibit 6-5: Recent Announcements Screen

6.2.3 Terms and Conditions

From the CDX homepage, you can access the ‘Terms and Conditions’ screen from the tab labeled ‘Terms and Conditions’ at the top of the screen. This page provides the terms and conditions for use of the application. This includes EPA’s privacy statement, warning notice, and user credential notices. Any user who registers for or has a CDX account is legally bound by these conditions.
Exhibit 6-6 shows a picture of the ‘Terms and Conditions’ screen (Scroll 1):

Exhibit 6-6: Terms and Conditions Screen (Scroll 1)
Exhibit 6-7 shows a picture of the ‘Terms and Conditions’ screen (Scroll 2):

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5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government Information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013].

Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.). Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following:

- uppercase character
- lowercase character
- number

Passwords may not begin with a number nor contain the word "password" nor contain your User Name.

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Limited CDX Software Distribution

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

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Exhibit 6-7: Terms and Conditions Screen (Scroll 2)
Exhibit 6-8 shows a picture of the ‘Terms and Conditions’ screen (Scroll 3):

Exhibit 6-8: Terms and Conditions Screen (Scroll 3)

6.2.4 CDX Help

This page provides multiple options for users to contact the CDX help desk. Users can contact the help desk by phone or email. The contact information is for both domestic and international end users (see Exhibit 6-9). Users also have the ability to send a message to EPA help desk via the contact form. You may access the contact form by clicking the ‘Contact Us’ link above the login section (see Exhibit 6-10 and Exhibit 6-11).

For questions non-CDX related questions about the SSTS application and its programmatic requirements, please contact the appropriate regional coordinator as listed here: http://www.epa.gov/compliance/pesticide-establishment-registration-and-reporting-contacts.
Exhibit 6-9 shows a picture of the ‘Help’ screen:

Exhibit 6-9: Help Screen
Exhibit 6-10 shows a picture of the ‘Contact Us’ screen (Scroll 1):

Exhibit 6-10: Contact Us (Scroll 1)
Exhibit 6-11 shows a picture of the ‘Contact Us’ screen (Scroll 2):

Exhibit 6-11: Contact Us (Scroll 2)
## Appendix A

### Definitions, Acronyms, and Abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Authorized Agent</td>
</tr>
<tr>
<td>CDX</td>
<td>Central Data Exchange</td>
</tr>
<tr>
<td>CROMERR</td>
<td>Cross-Media Electronic Reporting Regulation</td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
</tr>
<tr>
<td>ESA</td>
<td>Electronic Signature Agreement</td>
</tr>
<tr>
<td>SSTS</td>
<td>Electronic Section Seven Tracking System</td>
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<tr>
<td>ID</td>
<td>User identification</td>
</tr>
<tr>
<td>PAO</td>
<td>Primary Authorized official</td>
</tr>
<tr>
<td>PII</td>
<td>Personally Identifiable Information</td>
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<td>RMAM</td>
<td>Registration Maintenance Account Manager</td>
</tr>
<tr>
<td>SP</td>
<td>Secondary Preparer</td>
</tr>
<tr>
<td>SSTS</td>
<td>Section Seven Tracking System</td>
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